

ASBCE

Renewal Issue 2009



Update

SPECIAL RENEWAL ISSUE!

See inside for complete
details on
All Renewal Requirements
and Procedures, Online
Renewals, License Fees,
CE Requirements
AND MORE



RENEW ONLINE!

BEGINNING AUGUST 15TH

IN THIS ISSUE

RENEW ONLINE	2
RENEW BY MAIL	3
RENEWAL FEES	3
RENEWAL DEADLINES	3
LICENSES TO BE RENEWED	3
EDUCATION CORNER:	
Q's & A's	4
RENEWAL REQUIREMENTS FOR OUT OF STATE LICENSEES.....	4
CONTINUING EDUCATION REQUIREMENTS FOR 2009 LICENSE RENEWAL.....	5
THE RETIRED EXEMPTION FOR CE CREDIT	5

www.chiro.alabama.gov

*echeck *Visa *MasterCard *Discover

RENEW **ONLINE**

Renewing online is the best way to renew. It is quick, efficient and paperless. Upon completion, you will receive a confirmation that you can print for your files and be assured that you have paid your fee. **Attention licensees:** Please allow two (2) business days after verifying (with Debra) that your CE hours and Business License have been entered in the Board database before you go online to renew your license. (This allows time for the information to update the online system.)



FOLLOW THESE EASY STEPS FOR LICENSES

- Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on License Renewal.
- You will be taken to a login screen where you can access your records. Enter the information requested.
- Once logged into your records you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next pages.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you can print and keep as your receipt of payment.
- There will be a notice telling you if you need to fax hours or your B/L to the Board. If you get this notice call Debra ASAP.



****Be sure you have verified with Debra that we have your hours and a copy of your business license in the Board office before you go online to renew. If there is an error in the documentation you cannot go back online to pay any additional fees due.**



FOLLOW THESE EASY STEPS FOR CLINICS

- Go to the Board's Web site at www.chiro.alabama.gov and select the button labeled Online Services.
- You will then see the page "Online Services" showing a list of online services. Click on Facility Permitting
- On the new page select Permit Renewal.
- You will be taken to a login screen where you can access your records. Enter the information requested.
- Once logged into your records you will go through several screens of information that you will verify for accuracy and edit as needed. After the information on each page has been confirmed or changed you will click any "Next" button needed to go to the next pages.
- After you enter the required information, you will see a page with payment options. You will then enter your payment information. Upon submission of payment, there will be a confirmation page that you can print and keep as your receipt of payment.
- After completing all steps you will need to print out the document, have it notarized and mail it to the Board office. This must be received for the renewal to be complete. Late fees apply.

*A \$4.00 fee is charged by
Alabama Interactive to process
online transactions.*

RENEW BY MAIL

- If you cannot renew online and would like to request a renewal form (that will be mailed to your address on file with the Board) please send a written request for a paper form.
- Please note that renewing by mail may take up to 4 weeks to process after the completed renewal form is received.
- A late fee will be imposed if you renew after the expiration date.



PAYMENT BY MAIL:

- Company Check
- Personal Check
- Cashier's Check
- Money Order

In the event a check is returned for any reason a \$30.00 fee will be levied. Additional fees may also apply.



RENEWAL DEADLINES

FOR 2009-2010 LICENSES

- September 30, 2009 - last day to complete your renewal without penalty
- September 30, 2009 - last day to renew in order to have license issued to active status on October 1, 2009
- October 1, 2009 - add \$50 penalty fee
- November 1, 2009 - add \$100 penalty fee
- December 1, 2009-add \$250 penalty fee
 - January 1, 2010 - 2008-2009 licenses expire. If not renewed for 2009-2010, you are inactive by operation of law and may not engage in chiropractic activities that require a license.

Licenses and Permits to Be Renewed

ALL licenses and permits must be renewed. If you hold or are responsible for one of the following licenses, renew it before October 1, 2009, to avoid additional penalties. The following must be renewed if you want to continue to practice in Alabama:

- **ACTIVE LICENSES**
- **INACTIVE LICENSES**
(practicing in a state other than AL)
- **RETIRED**
(not practicing in any state)
- **NON LICENSED CLINIC PERMITS**
(required if any part of clinic is owned by someone other than a DC)

RENEWAL FEES

If completed by
September 30, 2009



(Completed means paid online by midnight on September 30, 2009, and all CCE and a copy of your business license is in to the Board office before September 30.)

- Active\$300
- Inactive (out of state only)\$150
- Retired (not practicing in any state) ...\$150
- Non-licensed Clinic\$ 75

If completed on or after
October 1, 2009

(Completed means paid online after midnight on September 30, 2009, and/or paperwork received in Board office on or after October 1, 2009.)

Late Fees

- October\$ 50
- November\$100
- December \$250

**ALL LICENSES AND
PERMITS
MUST BE RENEWED**

EDUCATION CORNER

Q's & A's

Q: In what time frame do courses have to be taken to count toward the 2009 renewal?

A: Courses taken only

between October 1, 2008 and September 30, 2009, are acceptable for meeting renewal requirements in 2009.

[License Law Section 34-24-165 (a)]

Q: How do I know how many CE hours I have taken?

A: All licensees must check their CE credit by calling Debra Darnell at the Board Office (800-949-5838 ext. 221)

Q: How can I find out where courses are being offered?

A: The July 2009 newsletter on our Web site located under the Newsletter link on the home page.

Q: If I am a new licensee and graduated less than 12 months ago, do I have to take more courses for renewal?

A: Yes & No. If a licensee's graduation date is within 12 months of the license issue date you only have to obtain 4 AL Law hours the first year. All other new licensees must obtain the entire 18.

[License Law Rule 190-X-2-.11(2)(b)]

Q: If I took 36 hours of CE during this current license period to renew my license, will those hours take care of my renewal for the next period?

A: No. For hours to apply to the 2010-2011 renewal year they must be taken between October 1, 2009 and September 30, 2010.

Q: What if I took some courses in another state?

A: Courses taken in another state may be used to satisfy the requirement of hours of CE. If you have already taken courses in another state since October 1, 2008, or are planning on taking courses in another state prior to September 30, 2009, you must submit the following documentation to the Board in order to receive credit:

1. Verification that the course is approved by the Alabama Board.
2. Verification of the number of hours for which it is approved.
3. Verification that you attended 100 percent of the course. [License Law Rule 190-X-2-.11]]
4. See out of state requirements.

RENEWAL REQUIREMENTS FOR OUT OF STATE LICENSEES

Licensees who practice in another state have options from which to choose to satisfy continuing education requirements for license renewal.

Option 1

Take 18 hours of Alabama-approved CE, including 2 hours of Alabama Law. The elective hours can be taken out-of-state as long as you provide verification of the dates that you attended the course, verification that the course was approved by the Board, and the number of hours for which it was approved.

Option 2

Submit verification of attendance in the state where the licensee actually practices. The certification of attendance or letter must show:

1. License #
2. Approval # by your State Board of CCE.



License Renewal Information:

- All licenses expire at midnight on September 30, 2009.
- Active, Retired, and Inactive licenses must be renewed to remain current.
- Renew online at www.chiro.alabama.gov
- **Renewal fees are as follow:**
 - DC Active License \$300 •Retired/Inactive \$150
Non-licensed Clinic Owner \$75
 - All licenses must be renewed, including the
Non-Licensed Clinic Owner Permit.
 - Renewal fees received October 1, 2009 through
December 30, 2009, will be subject to late fees to
be paid in addition to the renewal fee.
- **Late renewal fees are as follow:**
 - October \$50 •November \$100 •December \$250
- **Acceptable forms of payment:**
 - Online: Visa, MasterCard, Discover, eCheck
 - Transaction Fee: \$4.00 per renewal

CONTINUING EDUCATION REQUIREMENTS FOR 2009 LICENSE RENEWAL

Basic Information:

- **Total CE needed:**
 - DC 18 hours
 - Non-licensed Clinic Owners 2 AL
law
License Law Section 34-24-165(a)
License Law Rule 190-X-2-.11
190-X-2-.17(8)
- **Deadline: September 30, 2009**
License Law Section 34-24-165
- **Courses to take:**
 - 2-4 hours in AL Chiropractic Law
 - 16 hours in approved elective courses
License Law Rule 190-X-2-.11
190-X-2-.17(8)

RETIRED LICENSEES ARE EXEMPT FROM CE CREDIT

Confusion still exists regarding exemption from CE requirements. Many licensees think that the exemption applies as soon as they stop practicing. This is not true. As stated in Section 34-24-165(c) retired licensees are excused. Rule 190-X-2-.14 provides that “retired” licensees are exempt from meeting continuing education requirements only if they have a Retired license.

There are 2 requirements.

1. You must have a “Voluntary Retirement Affidavit” on file in the Board office
AND
2. You must maintain a current “Retired License” status & renew each year.

Licensees must meet both of these requirements in order to be exempt from continuing education requirements. If you are exempt from taking continuing education, you will use a “-R” behind your license number when you log in through Online Services on the Board’s Web site. Otherwise, 18 hours of continuing education must be completed by September 30, 2009, to have your license renewed on active status as of October 1.

*Note: The affidavit is on the “forms” page
of our website*

ASBCE

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OUR MISSION

*To regulate and license doctors of
chiropractic in order to protect the
people of Alabama.*

OUR VISION

*To ensure the people of Alabama
will receive professional, ethical
and quality care in utilizing
chiropractic services to maximize
health benefits.*

OUR VALUES

*Excellence, integrity,
communication and ethics.*

R. Brian Wells, DC, President, Member
District 3
Jerry L. Schreiner, DC, Vice -President,
Member District 7
Kenneth J. Randolph,
Secretary/Treasurer Member District 4
Gerald J. Collins, DC,
Preceptor Director/ Member District 6
Gilles X. Beaumont, DC,
Member District 1
Jerry S. Kirby, Member District 2
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DEADLINE

**Remember when renewing
online you must complete
documentation and payment
by midnight on September 30,
2009 to avoid the late
penalty. Do not rely on your
computer clock if you are
renewing close to midnight.**

SPECIAL RENEWAL ISSUE

Renewal Deadline:

September 30, 2009

**See inside for complete details on Renewal
Requirements and Procedures, Online
Renewals, License Fees, CE Requirements and
Retired Exemptions**